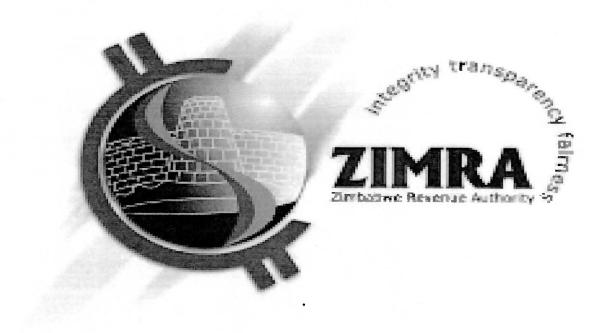
,Request for Quotation (RFQ)

RFQ No: 217/2021

**SUPPLY AND DELIVERY OF TONERS** 

**CATEGORY: COMPUTER CONSUMABLES AND STATIONERY** 



DATE OF ISSUE:

07 JUNE 2021

**CLOSING DATE:** 

15 JUNE 2021 (1000HRS)

## To: Suppliers

Dear Sir/Madam,

## SUPPLY AND DELIVERY OF TONERS

- 1. As shown on the attached Specification of Goods sheet.
- 2. Please provide the Price Quotation on your official signed and dated letterhead.
- 3. Your Price on Proforma Invoice must be received by the Procurement Management Unit (PMU) by 1000hours on 15 JUNE 2021
- 4. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
- 5. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
- 6. Prices should be quoted including VAT. VAT should be shown separately.
- 7. Prices should be quoted in both USD and local currency as per SI 185 of 2020.
- 8. Bidders shall have the option of submitting their bids electronically to <a href="mailto:rfqs@zimra.co.zw">rfqs@zimra.co.zw</a> or in the tender box situated at 10<sup>th</sup> Floor, ZIMRA ZB Centre Offices, Cnr. 1<sup>st</sup>/Kwame Nkrumah Avenue.
- 9. An order/contract will be placed with the bidder who offers the lowest price quotation, which complies with the attached specifications and the conditions of this Request for Quotations.
- 10. Award will be made on an item by item basis.
- 11. Payment: 100% within 14 days of invoice date and receipt & acceptance of goods.
- 12. For further information, contact the undersigned on telephone no. +263242 773 040 or procurement@zimra.co.zw

Signed:

J. TARUME

PROCUREMENT MANAGER

Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	Supply and delivery of Toners: HP Laser JET -P3015N (HPC E55A) Black	Each	20		
Value .	Added Tax				
Grand Total, DAP, ZIMRA Warehouse					
Currer	ncy				
Delive	ry Period: week	s from receipt	of order		

<b>Delivery</b> : Above items to be delivered to the following final destination(s): <b>Zimbabwe Revenue Authority, Kurima House and ZB Centre, Harare.</b>
Delivery period: Urgent.

## FORM OF CONTRACT AGREEMENT

TH	S AGREEMENT number made on _	,, between			
	(hereinafter calle	ed "the Purchaser") on the one part and			
	(hereina	fter called "the Supplier") on the other part.			
WH	EREAS the Purchaser has requested fo	r quotation for the supply and delivery of			
		itract, (hereinafter called "Contract") and			
		r for the supply of goods under Contract at the			
sun	n of	[in words]			
(	)[in figures] herei	nafter called "the Contract Price".			
NO'	W THIS AGREEMENT WITNESSETH AS	FOLLOWS:			
	The following documents shall be deemed to form and be read and construed as part of this agreement, viz:				
	a) Copy of Quotation including Techni	cal and Price Schedule			
	b) Schedule of Requirement				
	Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.				
	The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.				
	WITNESS whereof the parties hereto harbabwe on the date indicated above.	ive executed the Contract under the Laws of			
Sign	ature and seal of the Purchaser:	Signature and seal of the Suppler:			
For	and on behalf of	For and on behalf of			
Nan	ne of Authorized Representative				